



Federal Agency Name: U.S. Election Assistance Commission

Announcement Type: Call for External Grant Reviewers

Application Deadline: Rolling Deadline

Election Assistance Commission Looking for External Peer Reviewers

The US Election Assistance Commission, (EAC) is seeking Peer Reviewers to assist in the review of its competitive grant applications. The EAC engages experts in fields related to its grants to provide an analysis and rating of the quality of each application based upon published criteria. EAC considers peer reviewer comments and ratings in critical funding decisions.

The Election Assistance Commission, established in 2002 as part of the “Help America Vote Act,” (HAVA), is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information about election administration. For more information, visit our Web site at www.eac.gov.

What are the qualifications needed for reviewers?

We are seeking a diverse group of people with expertise in a variety of areas to assess the quality of grant applications. Reviewers should be comfortable reading a large volume of material in a relatively short period of time and be capable of providing in-depth individual analysis in writing.

Reviewers are also required to submit their draft reviews to the EAC and be prepared to make revisions to scoring sheets for quality, clarity and consistency. Reviewers should have regular access to a high speed Internet connection and be thoroughly familiar with using computer and Internet technology to access, download and process paperwork, grants, review sheets, training guidance and to communicate with EAC staff.

Reviewers must maintain a flexible time schedule throughout the one to two week grant review period, be available by phone and e-mail for consultations with the staff, and must meet all required deadlines. A total of 15 to 20 hours will be required for each grant competition a reviewer takes part in.

EAC seeks reviewers that are practitioners, educators, election administrators/managers, analysts, researchers, evaluators or volunteers. Your expertise may be in the areas of election management, volunteer management, voting practices, managing student mock elections, poll worker training, accessibility for voters with disabilities, research, logic and accuracy testing of voting machines and post election audits.

What are the benefits of becoming an external reviewer for EAC?

Participating in a review is an excellent professional development experience and an opportunity to serve. The EAC provides a range of training and preparation and individual support for each review. You will be exposed to new and innovative ideas in your field and engaged in the Federal grant-making process from the perspective of a funder. There will be opportunities for networking with other experts in your profession. It is an interesting, thought provoking process.

Reviewers, with the exception of federal employees, receive a modest honorarium for their participation in the grant review.

Specific grants and peer review positions we have available

- **Peer reviewer for Voting System Pre-Election Logic and Accuracy Testing and Post-Election Audit Initiative grant.**

Reviewers will read and evaluate grants to develop and document processes for coordinating quality, cost-effective voting system pre-election logic and accuracy testing (L&A), and post-election audits. Deliverables for the competition will be materials (e.g., tool kits, guides, best practices) that will be shared widely with other election officials. *Specific experience needed in areas of:* research design and evaluation, voting system standards, state and local voting system reporting, and voting technology and assessment.

- **Peer reviewer for Accessible Voting Technology Initiative grant.**

Reviewers will read and evaluate grants to fund research and technology adoption to make voting systems (including paper ballots) more accessible to all voters, and make the entire election process more welcoming and accessible to individuals with disabilities. *Specific experience needed in areas of:* evaluating applied research proposals, assistive voting technologies, voting accessibility, election administration, voting technology and administration of federal research grants.

- **Peer reviewer for Mock Election grant.**

Reviewers will read and evaluate grants to fund programs that organize and administer Mock Elections for High School students. Monies will go for new mock election initiatives or substantively building upon existing mock election programs. The purpose of the Mock Election initiative is to allow students to become more familiar with voting processes and technologies so that when they become eligible to vote they will be more comfortable with their civic duties. EAC is particularly interested in funding opportunities that promote the use of voting machines through partnerships with local election officials. *Specific experience needed in areas of:* educational program design, administration and evaluation, teaching, service-learning, voting processes and

technologies, state and local election administration.

- **Peer reviewer for Help America Vote College Poll Worker Program grant.**

Reviewers will read and evaluate grants to fund training and support for college students to assist state and local governments in the administration of elections by serving as non-partisan poll workers or assistants. *Specific experience needed in areas of:* college student recruitment and training, service-learning, poll worker training, state and local election administration.

What are the dates of the peer review?

Mock Election grants – approximately January, 20010 – February, 2010

College Poll Worker Program grants - January, 2010 – February, 2010

Peer reviewer for Voting System Pre-Election Logic and Accuracy Testing and Post-Logic and Accuracy/Post Election Audits - February 2010

Accessible Voting Technology Initiative grant - April 2010

How can I apply to be a peer reviewer for EAC?

Please send a cover letter and resume to LaurieEAC@gmail.com. In the subject line put the competition(s) for which you are interested in reviewing.

If you have further questions, you may contact Laurie Rosenberg, Peer Review Coordinator, 269-352-9186.

Please forward this information to others you know who may be interested.

The U.S. Election Assistance Commission is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, marital status or political affiliation.